

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

☐ Current    ☒ Proposed

<b>POSITION INFORMATION</b>	
Approval Date:	Effective Date: March 22, 2023
Position Control Number:	Position Number: 175-405-5142-702
Bureau/Section: Administrative Services Bureau/Human Resources Services Office	Classification: Associate Personnel Analyst
Specific Location Assigned: Sacramento	Working Title: Human Resources Consultant
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
<b>CONFLICT OF INTEREST</b>	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) required <input checked="" type="checkbox"/> Not Applicable This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
<b>DEPARTMENT STATEMENT</b>	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
<b>DUTIES AND RESPONSIBILITIES OF THE POSITION</b>	
<b>Job Description:</b>  Under the general direction of the Personnel Officer, a Staff Services Manager II, the incumbent independently performs a variety of the more complex and highly technical personnel management duties in the areas of classification and pay, testing and selection, performance management, exams in the Human Resources Services Office (HRSO). The incumbent acts as a consultant for CSL managers, supervisors, and program specialists in a myriad of personnel management issues. Duties include but are not limited to, the following:	

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PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
45%	<p><b>Examination and Recruitment:</b></p> <p>Plans, coordinates, and administers a variety of examinations. Reviews and assess the Department's recruitment and selection needs; researches alternatives within CalHR's statewide guidelines and makes recommendations to meet staffing needs. Performs job analysis and test validation studies to improve testing methodologies. Performs link analysis of test items to ensure conformance with critical class requirements. Performs exam preparation including application review, exam scheduling and securing and reserving the necessary facilities. Develops, prepares and presents panel orientation to panel members. Responds to inquiries, both orally and written, from candidates related to their eligibility for the examination, status in the exam process, rejection or acceptance notices, rescheduling of interviews, examination appeals, etc. Serves as the Chairperson on Qualifications Appraisal Panels and proctors written examinations as needed.</p> <p>Assists management in the recruitment and selection of employees. Consults with managers and supervisors on various hiring methods to meet specific needs: list appointments, Training and Development assignments, lateral transfers, downgrading positions for upward mobility, the use of TAU classes (Special Consultants, students and seasonal employment) as well as various other methods of recruitment.</p> <p>Independently prepares for and conducts hiring interviews: reviews, approves and prepares interview materials; develops application screening criteria, written or oral interview questions, scoring criteria and participates in hiring interviews. Performs reference and OPF checks. Processes and maintains certification lists and contact letters.</p> <p>Prepares and/or reviews job announcements, tracks recruitment progress and advises management of opportunities and obstacles. Consults with Budget Analysts on fiscal effects of position actions. Counsels/advises both management and employees in the area of promotional opportunities, career ladders and interviewing techniques. Provides information to members of the public or to other departments concerning departmental programs, classes used and employment possibilities.</p> <p>Ensures that all State Library exams are digitally accessible</p>

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	assisting with the Digital First initiatives in the Human Resources Services Office supporting the State Library Digital First initiatives.
<b>20%</b>	<p><b>Classification and Pay:</b></p> <p>Independently serves as an expert consultant and advisor to project managers and supervisors on the more complex personnel issues such as establishing new positions, reclassifying positions, and determining the impact of reorganizations on position allocations. Analyzes, approves and/or makes recommendations on proposed personnel actions for filling vacancies, reclassification of positions, tenure and time base, and hiring above minimum to ensure conformity with allocation standards and compliance with the CalHR laws and rules. Independently applies laws, rules, and personnel management practices and policies related to civil service compensation. This includes alternate range criteria placement on new hires. Process Requests for Personnel Action (RPAs) and advertises vacancies using the Exam and Cert Online System (ECOS). Orders certification lists and provides information on list-eligible employees to managers and supervisors. Prints or mails certification contact letters via ECOS. Codes certification lists based on responses received from contact letters. Notifies hiring supervisor of candidate list eligibility based on CalHR rules and regulations. Effectively utilizes various reference sources including bargaining unit contracts, Classification and Pay Guide, Personnel Management Policy and Procedure Manual, and SPB and CalHR laws, rules, regulations, and policy memos.</p> <p>Independently reviews and approves or denies training and development plans, volunteer and internship programs, special hiring rates, and out-of-class requests. Provides technical guidance in analyzing and determining the application of hire-above-minimum, alternate range criteria, leaves of absences, salary setting for CEA and Exempt employees, and reinstatement rights to ensure requests meet departmental and control agency guidelines. Conducts special classification and pay studies; identifies alternatives for changes to the Department's classification plan; recommends appropriate action to be taken; develops and prepares proposals for the establishment of new classifications and specification revisions and develops allocation standards or guidelines.</p> <p>Prepares 625 document packages for submission to CalHR to obtain allocation approvals. Prepares exempt or CEA position justifications or exempt or CEA level upgrades for review by the Personnel Officer, CSL Executives, CalHR/SPB and the Governor's Office.</p>

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	Assists managers and employees in layoff situations: develop alternatives to avoid layoff where possible; determine classes of layoff and demotion ladders; prepare requests for preliminary seniority lists; prepare letters to employees of anticipated and actual layoff; make placement efforts.
15%	<p><b>Business Processes and Policies:</b></p> <p>Analyze, evaluate, update, and disseminate policies and procedures related to C&amp;P. Provide technical assistance to management in the interpretation and/or application of rules and regulations, application of contract provisions and C&amp;P procedures. Make recommendations to management of necessary changes to department procedures in order to implement mandated changes. Prepare recommendations to streamline processes to achieve efficiencies.</p>
15%	<p><b>Consultative Services and Development:</b></p> <p>Serves as a consultant and advisor to project managers and supervisors in addressing employee performance issues including the preparation of a variety of corrective correspondence to employees such as counseling memoranda, corrective memoranda, and performance evaluations. Independently reviews prospective adverse actions to determine if they are in accordance with SPB and CalHR standards, rules, and regulations in consultation with managers and Office of Legal Services staff. Analyzes material for use in adverse actions, rejections during probation, AWOL separations, and Administrative Time Off letters.</p> <p>Participates in a variety of special studies and administrative projects for departmental management on sensitive and controversial issues. Serves on special committees with line programs to address special organizational needs. Provides training to other departmental staff on personnel management issues; such as, the appropriate hiring and appointment process, preparation of hiring documents, career development, and employee discipline, and medical leaves (FMLA, CFRA, etc.).</p> <p>Independently researches, analyzes and makes recommendations on departmental policies and procedures in the area of human resources including but not limited to: personnel management, testing and selection, transactions, health and safety and EEO. Develops departmental policies and procedures; writes concept papers; prepares reports, manuals, and drafts correspondence.</p> <p>Acts as a subject matter expert in the review, revision and update</p>

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	of existing policies and creation of new policies ensuring that the State Library's administrative and management practices are in accordance with the policies and procedures established under state and federal laws and departmental goals and objectives.
PERCENTAGE OF DUTIES	MARGINAL FUNCTIONS
5%	<p>Attends and prepares for various internal and external personnel-related meetings and forums.</p> <p>Answers telephones and provides assistance to callers, office visitors, and other designated Department liaisons. Functions as a team leader of Human Resources Office. Actively participates in planning and organizing team activities.</p> <p>Other Job related duties as required.</p>
<b>Supervision Received:</b> <p>The Associate Personnel Analyst (APA) reports directly to and is supervised by the Personnel Officer [Staff Services Manager (SSM) II], but may receive direction and assignments from the Administrative Services Bureau Chief (CEA), Deputy State Librarian, or the State Librarian.</p>	
<b>Supervision Exercised:</b> None.	
<b>Administrative Responsibility:</b> None	
<b>Personal Contacts:</b> <p>The APA has daily contact with the Personnel Officer for assignments, updates and reports ongoing issues; daily contact with client managers to provide guidance, consultation and technical assistance in resolving personnel issues; occasional contact with the assigned CalHR analyst to consult on a variety of personnel matters, which may be complex and/or sensitive; occasional contact with SPB staff to consult on policy and compliance; occasional to frequent contact with State Controllers, Department of Finance, Budget Office, and personnel staff in other departments while conducting research.</p>	
<b>Actions and Consequences:</b> <p>Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of the assigned clients, Bureaus or the Department to meet goals or objectives. Consequences could range from minor correctable informational errors with limited impact to sanctions by CalHR or SPB affecting the entire department, such as loss of delegation.</p>	

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**Functional Requirements:**

No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Incumbent is expected to travel occasionally (<1%), when necessary to attend forums and meetings or to provide consultation or training, etc.

**Other Information:**

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CSL management needs..

**SUPERVISOR CERTIFICATION AND SIGNATURE**

***The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.***

I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

**Supervisor Name (Print)**

**Supervisor Signature**

**Date:**

**EMPLOYEE STATEMENT AND SIGNATURE**

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

**Employee Name (Print)**

**Employee Signature**

**Date:**